

## MURPHYS CEMETERY DISTRICT

Minutes of the Board of Directors meeting of February 16, 2022

**CALL TO ORDER:** The meeting was called to order by Chair Karen Kaua at 6:57 PM in the Murphys Historical School. Present were Trustees Jeff St. Louis, Maureen Elliott, Karen Kaua, Jackie Reeves, Patti Cripe. Also present public: Jim Heryford, John & Gail Kautz, Steve Kautz, Russ & Margaret Azevedo.

**QUORUM:** A quorum of five board members was present.

**PUBLIC COMMENTS:** None

**OATH OF OFFICE:** Board Chair Kaua gave the Oath of Office to new trustee Jackie Reeves.

**KAUTZ FAMILY PROPOSAL:** The Kautz family offered their assistance in preparing the new area for burials. John Kautz stated that they could do some fundraisers for the cemetery and might be able to raise as much as \$100,000. He would like family plots in the new area for his family and said that 3-4 years ago the board approved him getting multiple plots. After discussion on the subject, Steve Kautz and Jim Heryford asked the board to approve their hiring a surveyor/land designer to draw up plans for the new area that they would bring to the next board meeting. This would be at no cost to the cemetery. St. Lois moved that the board approve this proposal with no commitment from the District on any type of compensation for the help. Kaua seconded the motion and it passed 5/0

**NOMINATION OF 2022 BOARD OFFICERS:** It was moved and seconded that Karen Kaua be appointed as the Chair, Pattie Cripe as Vice Chair and Maureen Elliott as Board Clerk for 2022.

**APPROVAL OF MINUTES:** St Louis moved that the Minutes of November 17, 2021 be approved as presented. No meetings were held in December of 202 or January 2022. Kaua seconded the motion and the motion passed 5/0

### **CORRESPONDENCE:**

1. SDRMA sent an estimate of cost of the Liability Premium and the Worker Comp for fiscal year 2022-23.
2. Government Compensation Report must be sent to the CA State Controller by April. Elliott will take care of it.
3. A Renewal Questionnaire from SDRMA for insurance is required. Elliott will take care of it. .

### **GROUNDSKEEPER REPORT:**

The groundskeeper did not send a report.

### **OLD BUSINESS:**

1. The Districts Corona Virus Restrictions were reviewed and will remain as posted on the website at this time.
2. Form 700 were required to be filled out by April of 2021 but board members did not do them. Elliott gave them the Form 700 for 2022 and they all filled them out and returned them to the clerk.
3. Discussion continued on opening the new area for burials. To be able to anticipate the number of each size plots that may be needed, Kaua requested a review of the past 3 years of plot sales and types of burials for the next board meeting.
4. Elliott reported that the new flag had been installed by Gold Electric at no cost to the cemetery.

### **NEW BUSINESS:**

1. 2022 is the year when both Ethics and Sexual Harassment Prevention training must be done by all board members. Elliott provided the information on how to take both on line from CSDA at no cost.
2. Elliott reported that she sent letters to 2 plot owners. One plot had the grave marker and floral arrangements on the vacant plot behind it and the other one has the curbing rock falling off.
3. Elliott reported that A-1 Tree Service would be finishing the storm damage work soon. The time frame for completion will depend on when they can get a crane.

### **FINANCIAL REPORTS**

1. County financial reports YTD December 31, 2021 report was presented.
2. Budget vs Actuals and Itemized Category Reports YTD December 31, 2021 was- presented.
3. Invoices were presented for:
  - a. AT&T wireless service: \$91.37 due 12/17/2021; \$92.52 due 1/17/2022 & \$91.00 due 2/17/2022.
  - b. AT&T for phone book listing: \$ \$4.67 due 12/22/2021; \$4.73 due 1/24/2022 & \$4.73 due 2/22/2022.
  - c. Cal-Waste for bin rent: \$23.17 each month for Dec. 2021, Jan. & Feb. of 2022.
  - d. Reimburse Robert Wetzel \$25.83 for equipment fuel and a blower part.

- e. Reimburse Jeff Garrison \$119 for a hedge trimmer; \$163.68 for landfill fees, mileage costs and \$23.74 for “Do not enter/Danger” signs.
- f. Reimburse Maureen Elliott \$38.34 for 2 year renewal of domain name
- g. Reimburse Sandra Owens \$200 for return of plot to cemetery.
- h. Streamline \$600 for annual website hosting.
- i. A-1 Land Management \$3,330 for storm clean up.
- j. Gold Electric \$1,094.66 for replacement of damaged electric panel.
- k. Other invoices:

4. Plot sales in Nov.and Dec. 2021 & Jan. 2022: One 10x10 plots and two 5x5 plots.

**TRUSTEE REPORTS/ITEMS OF INTEREST: None**

**DATE OF NEXT MEETING:** The next meeting will be held on May 18, 2022

**ADJOURNMENT:** St; Louis moved that the meeting be adjourned. Elliott seconded the motion and the motion passed 5/0. The meeting adjourned at 9:55 PM